EXCEL 101

ASSESSMENT

Census 2011

Results show that South Africa's population is split as follows:

Provincial Code 1: Western Cape: 5 822 734, capital city Cape Town
Provincial Code 2: Eastern Cape: 6 562 053, capital city Bhisho
Provincial Code 3: Northern Cape: 1 145 861, capital city Kimberley
Provincial Code 4: Free State: 2 745 590, capital city Bloemfontein
Provincial Code 5: KwaZulu-Natal: 10 267 300, capital city Pietermaritzburg
Provincial Code 6: North West: 3 509 953, capital city Mafikeng
Provincial Code 7: Gauteng: 12 272 263, capital city Johannesburg
Provincial Code 8: Mpumalanga: 4 039 939, capital city Nelspruit
Provincial Code 9: Limpopo: 5 404 868, capital city Polokwane

Instructions:

1. Open the workbook titled Excel 101 Assessment. Save it as "Census 2011 – [Your Name]"

2. Enter your details in the yellow cells in the "Your details" sheet.

3. Enter the information above into the "Assessment" sheet.

4. Add up the population figures to give the total population figure for SA. Name this cell.

5. Include a column to the right of the Population column, which calculates the percentage split, i.e. the percentage that each province's population makes up of the total, correct to 3 decimal places. Include a total to ensure that the percentages add up to 100%.

6. Below your data, summarise the Population column with an average, a maximum, a minimum and a count.

7. Ensure that all the data and cells are formatted neatly and correctly.

8. Format the headings to enhance the readability and presentation of the spreadsheet.

9. Set the spreadsheet up to be printed as follows:
   a. Landscape orientation
   b. Fit to 1 page wide and 1 page tall
   c. Borders around the data and a thicker border to indicate the Total row.
   d. Footer with the file name in the middle and today's date on the right hand side
   e. Header with "Private and Confidential" in the middle

10. Save the spreadsheet and email it to pass@excelacademy.co.za. Upon successful completion of the Assessment, you will be issued with your Course Certificate.